

United States Bankruptcy Court - Western District of Virginia

Quick Reference Guide - Version 3.0

Open Voluntary BK Case - The name on the petition page and the screen name must be the same

Step	Action
1	Click on <b>Bankruptcy</b> > <b>Open Voluntary BK Case</b> .
2	<ul style="list-style-type: none"> <li>• <b>Case Type</b> defaults to <b>BK</b></li> <li>• Current date will always display in <b>Date Filed</b> field</li> <li>• Select the <b>Chapter</b> from the pick list</li> <li>• Default value for <b>Joint Petition</b> is “n”; for a joint filing select “y”</li> <li>• If there are required items missing from the petition, chance <b>Deficiencies</b> from “n” to “y”; a deficiency list will display later - click <b>Next</b></li> </ul>
3	<p><b>Search for a Debtor</b> screen displays.</p> <ul style="list-style-type: none"> <li>• Type Debtor’s last name in Last/Business name field or enter the Social Security Number - click <b>Search</b></li> <li>• If no match is found or if <u>Debtor’s name appears different in the database than on the petition page</u> - <b>Create New Party</b></li> <li>• Type information in appropriate fields - click <b>Submit</b></li> </ul> <p>If a match is resulted,</p> <ul style="list-style-type: none"> <li>• Highlight name from <b>Party Search Results</b> - <b>Select Name from List</b> - update information on <b>Debtor Information</b> screen - click <b>Submit</b></li> </ul>
4	Verification screen displays showing Divisional Office and county code - click <b>Next</b> .
5	<p>The Statistical Data screen appears - Please Note that if payment is for the administrative fee, select Fee Status Installment</p> <ul style="list-style-type: none"> <li>• Select <b>Type of Debtor</b></li> <li>• Select the appropriate <b>Fee Status</b> (Installment, Paid, Fee Not Paid, IFP Filing Fee Waived)</li> <li>• Select <b>Asset Notice</b>. All Chapter 7 cases are to be entered as No Asset and Chapters 11, 12 and 13 are to be entered as Asset.</li> <li>• Select the <b>Estimated Number of Creditors, Assets and Debts</b> by choosing the appropriate range - click <b>Next</b>.</li> </ul>
6	If Deficiencies “y” was chosen, the <b>Deficiency List</b> screen displays. Check item(s) <u>not</u> included in the petition - click <b>Next</b> .

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Open Voluntary BK Case - Page Two

7	Click <b>Browse</b> on <b>Select the PDF Document</b> screen to locate and verify the document you wish to attach to this entry. Click Open to attach the correct PDF - Click <b>Next</b> and <b>Next</b> again at the <b>Fee</b> verification screen.
8	If Deficiencies “y” was chosen, the <b>Incomplete Filings Due Date</b> is shown - click <b>Next</b> .
9	The <b>Fee</b> verification screen displays - click <b>Next</b> .
10	Verify Docket Text and Modify as Appropriate - continue docketing - The Notice of Electronic Filing screen appears and your transaction is complete
11	Upload the matrix - Click on <b>Bankruptcy &gt; Creditor Maintenance &gt; Upload a Creditor Matrix File</b>
12	<b>Creditor Processing - Upload a File Method</b> screen appears. Verify the case number - click <b>Next</b> . Note: Save the creditor matrix document as a <b>.txt</b> file.
13	Click <b>Browse</b> on <b>Load Creditor Information</b> screen to locate and verify the .txt file you wish to upload. Click Open to attach the correct PDF - click <b>Next</b> .
14	<b>Total Creditors Entered</b> screen displays - click <b>Submit</b> .
15	<b>Creditors Receipt</b> screen appears and your transaction is complete.